



Department of
General Services

Pre-Response Conference

STUDENT READINESS AND STUDENTS WITH DISABILITIES ONLINE CONTENT
DEVELOPMENT

RFP #33101-2012733109FA3

Agenda

- Introduction
- Conduct High-level Review of RFP Process
 - Review entails the following RFP Sections:
 1. Procurement Purpose
 2. RFP Schedule of Events
 3. Response Requirements
 4. General Information & Requirements
 5. Procurement Process & Contract Award
- Review the following RFP Attachments:
 - 6.1. Response State of Certifications & Assurances
 - 6.2. Technical Response & Evaluation Guide (Section A- Section C)
 - 6.3. Cost Proposal & Scoring Guide
 - 6.4. Reference Questionnaire
 - 6.5. Score Summary Matrix
 - 6.6. *Pro Forma* Contract

Diversity Response- Richard VanNorman B.15.
- Q&A

Disclaimer

- All answers provided during the Conference are not official until the State answers in writing and amends the solicitation.
- Questions must be submitted in writing prior to the Written “Questions & Comments” Deadline in order to receive an official answer from the State.

RFP Coordinator Contact Info

Tamara Byrd

Sourcing Specialist

Office: Central Procurement Office

Phone: 615-532-2314

Email: Tamara.Byrd@tn.gov

- Prospective Respondents must direct communications concerning this RFP to the following person designated as the RFP Coordinator:
- **Unauthorized contact about this RFP with employees or officials of the State of Tennessee except as detailed below may result in disqualification from consideration under this procurement process.**

Statement of Procurement Purpose

The State is seeking to create a suite of resources supporting two (2) content areas: Student Readiness and Students with Disabilities. Student Readiness refers to the academic and non-academic needs of students. Respondents may submit a proposal for either the Student Readiness content, the Students with Disabilities content, or both. This RFP may result in multiple contract awards. The contracts will be awarded based on the highest score for each content area.

Supporting the Student Readiness and Students with Disabilities requires differentiating to meet any need a student may have, ultimately eliminating barriers to accessing education. Whether these needs be academic or non-academic, the State's goal is to ensure students, families, educators and community partners have access to the necessary resources to improve cognitive, physical, mental, social, and emotional development. The content procured through this RFP will be housed on the State's *Best For All Central* (BFAC) online platform, with the Contractor uploading content as approved by the State. The State is open to proposals to create new resources or to adapt existing ones (or some combination), provided that the Respondents can ensure the State will have legal rights to use, modify, and distribute all content in perpetuity. In other words, Respondents may propose content that they have already developed, or customized content, as long as it meets that State's requirements. This includes providing either perpetual ownership or licensing rights for the content.

The State is seeking a variety of resources to be provided for each Audience – Age Band – Topic combination. The resources, to be developed in the greatest quantity, are articles, videos, learning modules, toolkits, and professional development trainings for educators. The State is also seeking Assessments/Diagnostics/Surveys, printables/checklists, podcasts, lesson plans, and unit plans. Resources will also need to include Implementation Tools to promote ease of navigation and thorough understanding of the range of content and materials available. This includes video overviews and PowerPoint presentations with training resources.

The awarded Contractor(s) will be expected to provide content on a rolling timeline and is expected to provide updates to content throughout the Contract Term to ensure it remains relevant and current.

If multiple Respondents are selected two contracts total will be awarded as follows

- (a) one contract will be awarded for Student Readiness content at a maximum liability of \$1.5 million over 13 months, with content to be completed by the contract end date of June 30, 2022; and
- (b) one contract will be awarded for Students with Disabilities content at a maximum liability of \$6 million over 19 months, with content to be completed by the contract end date of December 30, 2022.

If one Respondent is selected for both scopes of work, two contracts will be awarded:

- (a) one contract will be awarded for Student Readiness content at a maximum liability of \$1.5 million over 13 months, with content to be completed by the contract end date of June 30, 2022; and
- (b) one contract will be awarded for Students with Disabilities content at a maximum liability of \$6 million over 19 months, with content to be completed by the contract end date of December 30, 2022.

RFP Section 2-

RFP Schedule of Events

EVENT	TIME (central time zone)	DATE UPDATES or CONFIRMS
RFP Issued	-	March 8, 2021
RFP Amendment 1 -	-	March 9, 2021
Disability Accommodation Request Deadline	2:00 p.m.	March 11, 2021
Pre-response Conference	12:00 p.m.	March 15, 2021
Notice of Intent to Respond Deadline	2:00 p.m.	March 17, 2021
Written "Questions & Comments" Deadline	2:00 p.m.	March 22, 2021
State Response to Written "Questions & Comments"		April 1, 2021
Response Deadline	2:00 p.m.	April 9, 2021
State Completion of Technical Response Evaluations		April 16, 2021
State Opening & Scoring of Cost Proposals	2:00 p.m.	April 19, 2021
Negotiations (Optional)	4:30 p.m.	April 20, 2021 – April 23, 2021
State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	April 29, 2021
End of Open File Period		May 6, 2021
State sends contract to Contractor for signature		May 10, 2021
Contractor Signature Deadline	2:00 p.m.	May 12, 2021

RFP Section 3 – Response Requirements

- Section 3 details the response requirements:
 - Prescribes response format and forms
 - Delivery and organization of the response
 - Response and respondent Prohibitions
 - Other information pertaining to RFP responses
- Response consists of two parts:
 - Technical Response – Completed using RFP Attachment 6.2., Technical Response & Evaluation. Includes Section A - Mandatory Requirement Items (Pass/Fail), Section B - General Qualifications & Experience Items, and Section C -Technical Qualifications, Experience & Approach Items, all of which must be addressed with a written response and, in some instances, additional documentation.
 - Cost Proposal – A Cost Proposal must be recorded on an exact duplicate of the RFP Attachment 6.3. Cost Proposal & Scoring Guide. (See RFP Section 3.1.2. et seq.).

RFP Section 4 – General Contracting Information & Requirements

- Contains information on RFP process and actions that can be taken by the State of Tennessee to update the RFP and associated documents
 - RFP Amendment
 - RFP Cancellation
 - State Right of Rejection
 - The State may deem as non-responsive and reject any response that does not comply with all terms, conditions, and performance requirements of this RFP.
- Contracting requirements –
 - Must provide Certificate of Insurance. Register with the Tennessee Department of Revenue for the collection of Tennessee sales and use tax or show proof of exemption.
 - Insurance Requirements
 - Assignment & Subcontracting

RFP Section 5 – Procurement Process and Contract Award

– Evaluation Categories & Maximum Points

The State will consider qualifications, experience, technical approach, and cost in the evaluation of responses and award points in each of the categories detailed below (up to the maximum evaluation points indicated) to each response deemed by the State to be responsive.

Student Readiness Content EVALUATION CATEGORY	MAXIMUM POINTS POSSIBLE
General Qualifications & Experience (refer to RFP Attachment 6.2., Section B)	20
Technical Qualifications, Experience & Approach (refer to RFP Attachment 6.2., Section C, <u>Student Readiness Content</u>)	50
Cost Proposal (refer to RFP Attachment 6.3. Student Readiness Content.)	30

Students with Disabilities Content EVALUATION CATEGORY	MAXIMUM POINTS POSSIBLE
General Qualifications & Experience (refer to RFP Attachment 6.2., Section B)	20
Technical Qualifications, Experience & Approach (refer to RFP Attachment 6.2., Section C <u>Students with Disabilities Content</u>)	50
Cost Proposal (refer to RFP Attachment 6.3. <u>Students with Disabilities Content</u>)	30

RFP Section 5 – Cont.

- Evaluation Process – The State of Tennessee will utilize a proposal evaluation team to evaluate each respondent's response.
- The Solicitation Coordinator will calculate the sum of the Technical Response section scores and the Cost Proposal score and record the resulting number as the total score for the subject Response (refer to RFP Attachment 6.5., Score Summary Matrix).

RFP Attachments

- The Technical Response & Evaluation Guide can be categorized into three (3) sections:
 - A. Attachment A: Mandatory Requirement Items – Pass/Fail
 - B. Attachment B: General Qualifications & Experience Items – 20 points maximum score
 - C. Attachment C: Technical Qualifications, Experience & Approach - Items scored on 5-point scale. Section worth 50 maximum points

RFP Attachment 6.1.

Statement of Certifications & Assurances

- The Respondent must sign and complete the Statement of Certifications and Assurances and it must be included in the Technical Response (as required by RFP Attachment 6.2.-Section A., Mandatory Requirement Items Item A.1.).

RFP # 33105-02418 STATEMENT OF CERTIFICATIONS AND ASSURANCES

RFP ATTACHMENT 6.1.

The Respondent must sign and complete the Statement of Certifications and Assurances below as required, and it must be included in the Technical Response (as required by RFP Attachment 6.2., Technical Response & Evaluation Guide, Section A, Item A.1.).

The Respondent does, hereby, expressly affirm, declare, confirm, certify, and assure ALL of the following:

1. The Respondent will comply with all of the provisions and requirements of the RFP.
2. The Respondent will provide all services as defined in the Scope of the RFP Attachment 6.6., *Pro Forma* Contract for the total Contract Term.
3. The Respondent, except as otherwise provided in this RFP, accepts and agrees to all terms and conditions set out in the RFP Attachment 6.6., *Pro Forma* Contract.
4. The Respondent acknowledges and agrees that a contract resulting from the RFP shall incorporate, by reference, all proposal responses as a part of the Contract.
5. The Respondent will comply with:
 - (a) the laws of the State of Tennessee;
 - (b) Title VI of the federal Civil Rights Act of 1964;
 - (c) Title IX of the federal Education Amendments Act of 1972;
 - (d) the Equal Employment Opportunity Act and the regulations issued there under by the federal government; and,
 - (e) the Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government.
1. To the knowledge of the undersigned, the information detailed within the response submitted to this RFP is accurate.
2. The response submitted to this RFP was independently prepared, without collusion, under penalty of perjury.
3. No amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Respondent in connection with this RFP or any resulting contract.
4. Both the Technical Response and the Cost Proposal submitted in response to this RFP shall remain valid for at least 120 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract pursuant to the RFP.
5. The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to §12-12-106." For reference purposes, the list is currently available online at: <http://www.tn.gov/generalservices/article/Public-Information-library>.

By signing this Statement of Certifications and Assurances, below, the signatory also certifies legal authority to bind the proposing entity to the provisions of this RFP and any contract awarded pursuant to it. If the signatory is not the Respondent (if an individual) or the Respondent's company *President* or *Chief Executive Officer*, this document must attach evidence showing the individual's authority to bind the Respondent.

DO NOT SIGN THIS DOCUMENT IF YOU ARE NOT LEGALLY AUTHORIZED TO BIND THE RESPONDENT

SIGNATURE: _____

PRINTED NAME & TITLE: _____

DATE: _____

RESPONDENT LEGAL ENTITY NAME: _____

RFP Attachment 6.4

Reference Questionnaire

- RFP Attachment 6.4 Reference Questionnaire must be completed per RFP Attachment 6.2.- Section B – General Qualifications & Experience Items, B.17.)
- The Respondent will be solely responsible for obtaining fully completed reference questionnaires and including them in the sealed Technical Response (follow instructions in RFP Attachment B: Section B – General Qualifications & Experience Items, B.17.)

RFP # 33103-01018 REFERENCE QUESTIONNAIRE

REFERENCE SUBJECT: **RESPONDENT NAME** (completed by Respondent before reference is requested)

The "reference subject" specified above, intends to submit a response to the State of Tennessee in response to the Request for Proposals (RFP) indicated. As a part of such response, the reference subject must include a number of completed and sealed reference questionnaires (using this form).

Each individual responding to this reference questionnaire is asked to follow these instructions:

- complete this questionnaire (either using the form provided or an exact duplicate of this document);
- sign and date the completed questionnaire;
- seal the completed, signed, and dated questionnaire in a new standard #10 envelope;
- sign in ink across the sealed portion of the envelope; and
- return the sealed envelope containing the completed questionnaire directly to the reference subject.

- (1) What is the name of the individual, company, organization, or entity responding to this reference questionnaire?
- (2) Please provide the following information about the individual completing this reference questionnaire on behalf of the above-named individual, company, organization, or entity.
- | | |
|-----------------|--|
| NAME: | |
| TITLE: | |
| TELEPHONE # | |
| E-MAIL ADDRESS: | |
- (3) What goods or services does/did the reference subject provide to your company or organization?
- (4) What is the level of your overall satisfaction with the reference subject as a vendor of the goods or services described above?

Please respond by circling the appropriate number on the scale below.

least satisfied 1 2 3 4 5 most satisfied

RFP Attachment 6.6

Pro Forma Contract

- The Pro Forma Contract is the Contract that will result from the RFP.
- It contains the Scope of Work, Term of Contract, Payment Terms and Conditions, Mandatory Terms and Conditions, and Special Terms and Conditions.

**CONTRACT
BETWEEN THE STATE OF TENNESSEE,
DEPARTMENT OF EDUCATION
AND
CONTRACTOR NAME**

This Contract, by and between the State of Tennessee, Department of Education ("State") and Contractor Legal Entity Name ("Contractor"), is for the provision of a custom IEP Monitoring Application, as further defined in the "SCOPE." State and Contractor may be referred to individually as a "Party" or collectively as the "Parties" to this Contract.

The Contractor is **a/an Individual, For-Profit Corporation, Non-Profit Corporation, Special Purpose Corporation Or Association, Partnership, Joint Venture, Or Limited Liability Company.**

Contractor Place of Incorporation or Organization: **Location**

Contractor Edison Registration ID # **Number**

A. SCOPE:

- A.1. The Contractor shall provide all goods or services and deliverables as required, described, and detailed below and shall meet all service and delivery timelines as specified by this Contract.
- A.2. Defined terms shall be as follows or as set forth in the terms and conditions of the Contract:
- a. Alternate Student Record: A set of records uploaded and stored in the Application that can replace a Primary Student Record if a local educational agency ("LEA") is no longer responsible for a Primary Student Record selected for review.
 - b. Authority: a state or federal IDEA-related education rule or regulation providing guidance related to a Review Item
 - c. Compliance Action Plan ("CAP"): A plan or report developed through Compliance Monitoring to share Noncompliant Findings, recommendations, and steps to correct Noncompliant Findings with an LEA.
 - d. IEP Compliance Monitoring ("Monitoring"): Process conducted by the State to ensure LEAs are in compliance with State and federal laws regarding special education services.
 - e. Corrective Action: A set of workflow steps (i.e. stages) an LEA is required to complete to confirm the correction of Noncompliant Findings that are discovered during the Monitoring.
 - f. Director of Schools: A superintendent of an LEA.
 - g. Focus Area: A set of grouped Review Items pertaining to a common monitoring subject.
 - h. Free and Appropriate Public Education ("FAPE"): An education right of children with disabilities in the United States that is guaranteed by the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act ("IDEA")
 - i. Student Record Review Protocol ("Protocol"): A set of minimum compliance measures categorized by Indicator and Focus Area with references to Authority(ies), a set of Response Criteria, and related documents needed to meet the compliance of a particular Review Item.
 - j. Indicator: A specific question in the Protocol.
 - k. Individuals with Disabilities Education Act ("IDEA"): A federal law ensuring educational services to children with disabilities. IDEA governs how states and public agencies provide early intervention, special education, and related services to eligible infants, toddlers, children, and youth with disabilities.
 - l. Individualized Education Program ("IEP"): A written document that is developed for each eligible child with a disability. The Part B regulations specify, at 34 CFR 300.320-300.328, the procedures that LEAs must follow to develop, review and revise the IEP for each child.

Local Educational Agency ("LEA"): School district or entity which operates local public primary and/or secondary schools. There are currently 148 LEAs in Tennessee. For the purposes of this Contract, this definition also refers to all charter schools, State Special Schools, the Achievement School District as

RFP Diversity Response B.15.

Richard VanNorman

B.15.	<p><u>Provide documentation of the Respondent's commitment to diversity as represented by the following:</u></p> <ul style="list-style-type: none">(a) <u>Business Strategy</u>. Provide a description of the Respondent's existing programs and procedures designed to encourage and foster commerce with business enterprises owned by minorities, women, service-disabled veterans, persons with disabilities, and small business enterprises. Please also include a list of the Respondent's certifications as a diversity business, if applicable.(b) <u>Business Relationships</u>. Provide a listing of the Respondent's current contracts with business enterprises owned by minorities, women, service-disabled veterans, persons with disabilities, and small business enterprises. Please include the following information:<ul style="list-style-type: none">(i) contract description;(ii) contractor name and ownership characteristics (i.e., ethnicity, gender, service-disabled veteran-owned or persons with disabilities);(iii) contractor contact name and telephone number.(c) <u>Estimated Participation</u>. Provide an estimated level of participation by business enterprises owned by minorities, women, service-disabled veterans, persons with disabilities and small business enterprises if a contract is awarded to the Respondent pursuant to this RFP. Please include the following information:<ul style="list-style-type: none">(i) a percentage (%) indicating the participation estimate. (Express the estimated participation number as a percentage of the total estimated contract value that will be dedicated to business with subcontractors and supply contractors having such ownership characteristics only and DO NOT INCLUDE DOLLAR AMOUNTS);(ii) anticipated goods or services contract descriptions;(iii) names and ownership characteristics (i.e., ethnicity, gender, service-disabled veterans, or disability) of anticipated subcontractors and supply contractors. <p>NOTE: In order to claim status as a Diversity Business Enterprise under this contract, businesses must be certified by the Governor's Office of Diversity Business Enterprise (Go-DBE). Please visit the Go-DBE website at https://tn.diversitysoftware.com/FrontEnd/StartCertification.asp?TN=tn&XID=9810 for more information.</p> (d) <u>Workforce</u>. Provide the percentage of the Respondent's total current employees by ethnicity and gender. <p>NOTE: Respondents that demonstrate a commitment to diversity will advance State efforts to expand opportunity to do business with the State as contractors and subcontractors. Response evaluations will recognize the positive qualifications and experience of a Respondent that does business with enterprises owned by minorities, women, service-disabled veterans, persons with disabilities, and small business enterprises and who offer a diverse workforce.</p>
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Questions

- Questions or Concerns???
- If there are no additional questions this concludes the pre-response conference.
- Thank you for your attendance!